

Planning Board Meeting November 18, 2019 Minutes

Attendees: Brian W. Murray; Daniel Kowalik; Mary Jane Shonn; Gregg Brown; Todd Glassman; Michael Borth; and Jayne DeTine

Work Session was opened at 5:30 PM by Chairman Murray

Whiting Door Mfg. Corp. – Sign Request

- Mike Borth presented the sign request as a replacement for the existing sign.
- After Board discussion there was one suggestion to add an arrow to the sign, for visibility in a congested corner.

Airbnb Codes:

- Chairman Murray gave a brief presentation on information he had gathered during the previous month.
 1. He had checked with New York State Division of Code Enforcement as to any updates on Airbnb's. They have not addressed anything at this time. (Exhibit # 1)
 2. He had checked in with the Town of Newstead, (Exhibit # 2) no changes at this time.
 3. He had checked with the Town of Amherst, City of Buffalo, Village and Town of East Aurora. No one has moved forward with code changes.
 4. He had talked with the Town of Clarence and has their existing code (Exhibit # 3) and proposed changes from their September 18, 2019 Meeting (Exhibit # 4).
 5. Basically, from what Brian, Mike and Jane can find, is that Airbnb codes are being discussed at many levels but no new codes have been introduced at this time.
 6. We will continue to monitor these codes and keep this as active agenda item.
- CEO Mike Borth then gave us an update on the existing complaints from 14 Hart Street. This discussion will continue during the regular meeting.

The **Regular Planning Board Meeting**, was called to order at 7:00 Pm by Chairman Murray

Pledge to the Flag:

Chairman Murray welcomed everyone to tonight's meeting and proceeded with the Agenda:

Interview for Vacant Planning Board Alternate Position:

Alison Koopman was present for her interview for the vacant Planning Board position.

- Alison gave the Board a brief synopsis of her background and why she wanted to become a planning board member.
- The board members had a round table discussion with Alison.

*A motion was made by Greg Brown and seconded by Todd Glassman to send a resolution to the Village board recommending Alison Koopman for the vacant Planning Board alternate position. Motion was approved.

We also requested that Todd Glassman be moved to fulltime Planning Board Member.

Minutes of October 21,2019 Planning Board Meeting:

- There were several amendments or changes to the minutes
 1. Permitting process – Mary Jane and Dan Kowalik are working with CEO on this. To stay and agenda item.
 2. Meeting was adjourned at 6:55 pm by Dan Kowalik and Todd Glassman.
- The minutes were then approved as presented with the amendments by Chairman Murray. Dan Kowalik and Mary Jane Shonn

Whiting Door Mfg. Corp. – Sign Request

After a brief discussion a motion was made by Todd Glassman and seconded by Dan Kowalik to approve the sign request as presented with one suggestion to add an arrow to the sign for better visibility at a congested intersection. The motion was approved as presented.

Airbnb Codes:

The board continue a lengthy discussion from the work session. It was decided, that the Planning Board recommended to the CEO, to send a letter to the owner of 14 Hart Street, requesting the following:

1. Come to a Planning Board meeting to discuss the actual operation and for not getting a Special Use permit for the operation, and to answer to how the complaints that have been filed will be resolved.
2. To give the CEO a list of local Management personnel that can be reached in an Emergency, or to handle future complaints.

In the meantime, existing or future complaints, will be handled by the Police for parking violations, or the CEO for other complaints.

Tree Policy Review:

- Mary Jane gave us a review of the latest revisions (Exhibit # 5) to the Policy for our meeting. She had also spoken with Don Shonn in regards to this becoming a Local Law vs. a Policy. There were several other revisions present to her to incorporate into our update. She will get this updated and present to Jayne to be Emailed to the Planning, Village Board, Jon Cummings and our Arborist. We would like to meet at our next meeting with the Village Board or their representatives, Jon Cummings, and the Arborist to work on this Policy/Law to prepare it for full presentation to the Village Board for adoption.
- There were further recommendations that the Planning Board wants to recommend to the Village Board, that is not in the Policy/Law, to start a committee to investigate and implement a tree farm on Village property to grow native tree species, for adding to our Village tree planting and Green Space initiative. It is recommended to get with Cub

Scouts, Boy Scouts, Girl Scouts, Akron Central School as well as Civic Organizations that could make this a community project to get it off the ground.

- The Board also wanted to discuss how the Tree Planting is funded in the budget with our new proposal may possibly help subsidize existing funding.
- Alison made a recommendation to check with the DEC into Urban Forestry Grant Programs.

Cornerstone Subdivision Review:

- CEO Borth stated he had been in contact with Charles Kelkenberg Jr. & Sr. regarding sidewalks and tree planting. They told Mike that they wanted to make changes to the plan regarding sidewalks and tree planting. The Board recommended and requested to Mike to advise the Kelkenberg's to present their proposed changes as to sidewalks to the Board in writing for review. This way we have a complete understanding of their proposal and there is no misunderstandings. Mike stated he would handle this with them.

Comprehensive Plan:

- Chairman Murray stated he wanted to get together with the Mayor and Don Shonn to review the Plan's priority items and how we proposed to move forward. He will give an update as soon as he has a chance to meet with everyone.

Permitting Process:

- Dan Kowalik reviewed what was in our packet (Exhibit # 6) and that he had changes as well as wanting the originals that he had given to the CEO. He will make changes and get them to Mary Jane and then to Jayne to Email out to the Planning Board.
- Chairman Murray presented to the Board a Pamphlet (Citizens Guide to Planning, Zoning, and Land Use.) (Exhibit # 7) that is available on the Town of Clarence website; which can be found on the Internet. Go to Town of Clarence, Planning and Zoning Department, Bottom of Page to Studies and Reports. Page # 13 Explains the Boards, Page # 14 Gives a Flow chart like we are working on, and Page # 19 gives their fee schedule. This is a very informative pamphlet. We maybe to possibly incorporate some ideas into our checklist/flowchart process.

Point of Business:

It was requested by Planning Board members that we send out the Board minutes as well as all attached documentation (Exhibits) as early as possible to allow members that our working on assigned projects to have time to review and do necessary research for the next meeting. Chairman Murray stated he would work with Mike and Jayne to have our documents E-mailed ASAP, and that an Email would go out one week in advance to Board Members with meeting notification date and time, along with the proposed agenda. If at all possible final meetings documents will be mailed at least one week in advance of a meeting.

Being no further business on the agenda, the meeting was adjourned at 7:05 pm with a motion by Dan Kowalik seconded by Greg Brown.

Next Meeting will tentatively be determined after Chairman Murray, confers with Jayne and the Board.

Next meetings proposed agenda:

Item # 1:	Tree Policy/Law review	Mary Jane Shonn
Item # 2:	14 Hart Street Update	Mike Borth
Item # 3:	Airbnb Codes Update	Mike Borth & Brian Murray
Item # 4:	Permitting Process checklist/flowchart	Dan Kowalik & Mary Jane Shonn
Item # 5:	Comprehensive Plan Update	Brian Murray

Respectfully submitted

Brian W. Murray
Planning Board Chairman